

Welcome BOBCATbuyers

Please Sign-In

May 7, 2013



The rising STAR of Texas

A member of The Texas State University System

Agenda

| | |
|------------------------|---|
| Welcome | Cindi Scheid Assistant Director, General Accounting Office |
| 1. Travel | <ul style="list-style-type: none">• National Car Rental Program Guest Speaker Regan Morton• Blanket Travel Application Process• Foreign Travel Liability and Risk Form changes• Zero dollar travel apps – Proposed New Process• Policy and Procedures |
| 2. General Information | <ul style="list-style-type: none">• AP and Travel Forms• FSS/PPS 03.01.14 Business Meals Policy• UPPS 03.01.03 Purchase of Alcohol, Awards, Flowers, Food, or Refreshments• General Ledger Numbers• Checks Payable to Texas State• Miscellaneous |

Agenda

3. Accounts Payable

- Vendor Reminders
- Vendor Orders
- RUSH Checks on PO's
- AP Email Request for Payment Information
- Goods Receipts
- Invoice Payments
- Itemized Receipts
- Employee Reimbursements
- AP-1 Forms

4. COST CENTERS AND FUNDS OVERVIEW

TRAVEL



Guest Speaker Regan Morton

- New link on the Enterprise portal.

Blanket Travel Application Process

- Used for areas with many travelers during a specified time frame.
- Only one travel application is required.
- Provide the dates and a list of traveler names.
- List “travel from” and “travel to” information to determine necessary approvals.
- Estimate travel expenses.
- Use vendor number 700035 on the application.
- If travelers or funding requirements change, Account Manager can email Travel with updates on the application.
- Examples: Student teacher supervisors (mileage); perspective employees; travel programs (e.g. research) with many travelers at sporadic times.

Foreign Travel Liability and Risk Form Changes

- No longer include travel costs on the form.
- President no longer is required to approve the form.
- Attach to travel request/application.
- Paper Travel Application has been modified with foreign approval lines for the President and the Office of Research and Compliance (ORC).
- Obtain all approvals before sending to Travel for processing.



Zero dollar travel apps – Proposed New Process



- Will use the T-0 Form to document trip information – needed for employees only.
- Complete and obtain required approval dependent on the travel destination.
- Can attach the form to an email and route for approvals rather than obtaining actual signature approvals.
- Approved T-0 form will be retained by the department, not the Travel Office.
- New form will be available on the Travel forms website page unless Travel Tracks is used.

Travel Policy and Procedures

- Professional Development Course information.
- PowerPoint presentation will be on the Travel website by the end of May.
- Great resource for processing travel from start to finish.
- REMINDER: Damage to a traveler's personal vehicle while on university business is NOT covered under the university's liability policy. The traveler's insurance policy provides the coverage.

GENERAL INFORMATION

New AP and Travel forms
Please ensure you are using the current format

- Accounts Payable
Link: <http://www.txstate.edu/gao/ap/forms.html>
- Travel Office
Link: <http://www.txstate.edu/gao/ap/travel/forms.html>
- Read the instructions to be sure you complete the forms properly and COMPLETELY. Note the Travel expense reimbursement forms (paper) have drop down lists for GL numbers.
- Complete all fields for quick and efficient processing.
- AP-1 box 8 is needed for contact information.

FSS/PPS 03.01.14 Business Meals Policy has been approved



UPPS 03.01.03 Purchase of Alcohol, Awards, Flowers, Food, or Refreshments

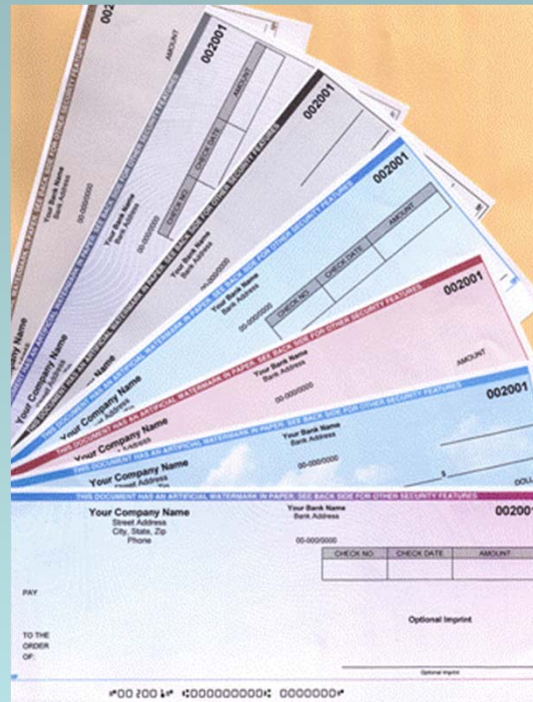
- Section 01.01.12 for Cabinet Approval on exceptions.
- “Exceptions to this policy may only be made with approval from the President or the requestor’s respective Cabinet Officer. Approval must be indicated on the payment document. The approval role cannot be delegated by the Cabinet Officer.”
- If payment is an exception, summarize your rationale and obtain the Cabinet Officer approval **BEFORE** sending to AP.

General Ledger Numbers

- Reference the AP link
<http://www.txstate.edu/gao/ap/resources/ap-common-gls.html>
- AP-1 forms - the GL number is manually entered from the list in the above link.
- One GL number is not used for everything.
- Correct GL numbers speed up payment processing.
- Travel Reimbursement forms have drop down lists for the GL numbers.

Checks Payable to Texas State

- If a department is listed on the check/envelope, route to them – not AP.
- Vendor refund checks are sent to AP.
- Any other check (or if you are unsure) should be sent to Staci Wade in Student Business Services – not AP.



All Scholarship Payments should be routed
to Financial Aid, not AP.



Payments on Grants must be routed to OSP first.



“Contracted” Services may only be paid on the FS-03 form.
Route all service payments to Purchasing first, not AP.



ACCOUNTS PAYABLE

VENDOR REMINDERS

- Vendor Links start with “6” and are used for remittance addresses only.
- Cannot use a “6” vendor number on a PO or AP-1.
- Do not use vendor numbers starting with “8” for student reimbursements. Will need to complete a new FS-01 form.
- If an invoice is in dispute, be sure your vendor communications on the dispute are in writing (email).

Vendor Orders

- Give the vendor your full name/department when ordering.
 - This helps AP find who to call if there are questions as most vendors include this on the invoice.
- Give the vendor the PO number for the order and request they include it on the invoice.
- As stated on PO, invoices should be sent to:
Texas State Accounts Payable
PO Box 747
San Marcos TX 78667
- With an approved PO, GR and invoice with the PO number, AP can pay without interaction with the department! **Much simpler for all.**

RUSH Checks on PO's

- AP does not know about these just because you put it on a PO. Purchasing doesn't advise AP of comments you include on the PO.
- AP works off the vendor invoice and matches to PO. If no invoice, AP doesn't know you need a check.
- If you need a check by a certain date, your responsibility is to get the proper document (invoice or confirmation if a hotel) and deliver to AP for payment with proper approval.
- Payments require 3 days for processing in AP.

AP Email Request for Payment Information

- Need responses returned in 5 days.
- Please read the email for the requested info (Some departments are sending signed invoice copies back when a GR is needed).
- Respond to the AP staff who requested action on your part.
- Quick responses eliminate delays and interest payments on invoices under the Prompt Pay Act (and more emails from AP!).

Purchase Requisitions and Good Receipts Default

- The GR box defaults to “checked” on new requisitions when you save the requisition.
- If requisition is for a service or non-tangible item, need to go back in and “uncheck” the GR box and the non-valuated GR box. Then save.
- Examples: Services, rentals, registrations, memberships (non-tangible).
- If questions on the requisition process, please contact Purchasing.
- Account Manager signature is required to pay these invoices (e.g. no GR).

Good Receipts Needed for Invoice Payment

- Do not wait for AP to initiate a GR request for invoice payment.
- If sent directly to Central Receiving, Materials Management will complete the GR.
- If department receives the item, must request Materials Management to complete the GR via the on-line request:
 - <http://www.materialsmgt.txstate.edu/Resources---Forms/Forms.html>
- This will speed up payment processing and eliminate emails from AP for a GR.

Invoices Sent to AP for Payment.

- Need a PO (preferred method) or AP-1 form.
- If there is no PO number on the invoice, write the PO number for the order on the invoice before sending to AP.
- AP cannot pay from an invoice unless there is a PO and GR, or an approval signature if a GR was not required.



Itemized Receipts are required for payment.

- Every effort should be made to obtain from the vendor.

If not, then (on an exception basis only):

- Provide a detailed summary of what was bought and cost of each item.
- This must be signed by the Account Manager as documentation.
- An email from the Account Manager will be accepted for as validation (signature) of the summary.



Employee Reimbursements are not allowed for:

- Payments to contractors.
- Rental payments.
- Purchases of controlled or capital assets.



When Are AP-1 Forms Used:

- Refunds (must attach a copy of the deposit receipt for validation).
 - Use the account information from the deposit slip on the AP-1.
- Employee Reimbursements.
- Study Abroad prepayment of trip expenses (e.g. reservations, airfare).
- Payments due at registration (conferences); check in (hotels).
- Awards for Students (as long as not an employee vendor number starting with 3).
 - If an employee then must use a PCR.

Common AP-1 Misuses/Mistakes:

- Recurring monthly invoices (complete a framework limit PO),
 - Examples: copiers, pest control; freight.
- Controlled or Capital Assets.
- No AP-1 needed if a PO exists – just sign the invoice unless a GR was completed.
- Payments for services are never paid on an AP-1 form. Use FS-03 and route to Purchasing not AP.
- No GL number or always using the same GL.
- REMINDER: You can put multiple items for an employee reimbursement on the same AP-1. You don't need one for each expense.

COST CENTERS AND FUNDS OVERVIEW

Sources of Funding

Bobcat Buyers

May 7, 2013



The rising STAR of Texas

Two Requirements for Allowable Payments

- Valid Business Purpose
- Source of Funding That Permits the Payment

Why is Source of Funding Important?

- An account (Fund/Cost Center) is created in a certain fund group based off of the type of revenue, not the planned expenses.
- Allowable expenses are, however; affected by the type of account.

Sources of Funding

Four main sources of funding cover the operations of most university departments

- E&G
- Designated
- Auxiliary
- Restricted

Sources of Funding

E&G (State)

- Funds that start with “1”
- General Revenue Appropriations
- HEAF Appropriations
- Other State Appropriations
- Is generally used to pay salaries and benefits
- Generally more restrictive than “M&O” accounts

Sources of Funding

The Designated fund group is comprised of 5 main types of accounts

- Designated Method
- Indirect Costs (F&A)
- Fees
- Income Generating Activities
- Service Departments

Sources of Funding

Designated (continued)

- Funds that start with a “2”
- Expenses, other than alcohol, are generally permissible with valid business purpose
- Designated Method is most department’s main M&O account
- Budget is a set amount for year

Sources of Funding

Auxiliary

- Funds that start with a “3”
- Revenues from fees for services to students, faculty, staff, and public
- Expenses, other than alcohol, generally permissible with valid business purpose
- Expenses should match fee purpose
- Budgets are generally set and department is responsible for “making budget”

Sources of Funding

Restricted (Discretionary & Grants)

- Funds that start with a “4” or “8”
- Gifts given by external donors with conditions that must be fulfilled when spending the funds
- Distributions from endowments
- Employee contributions

Sources of Funding

Restricted (Continued)

- In addition to a valid business purpose, must meet the conditions imposed by the donor
- Alcohol is OK from a “4” restricted gift account but not from an “8” grant account
- Budgets are determined by income (Revenue Increasing Budgets)

Pop Quiz!!!

- Hosting a conference where Texas State Faculty & Staff as well as outside individuals will pay a registration fee
- UA receives a donation to the university to spend as we wish
- Your department receives a gift to buy computers for a new computer lab

Training Opportunity

- FI Master Data Center offers Chart of Accounts training every long semester.
- Sign up through Professional Development.

What to Do When You Are Not Sure

- Contact Accounts Payable, the Director of Accounting's Office, or Procurement & Strategic Sourcing **before** committing to or authorizing the purchase
- Obtain your divisional Cabinet Officer's approval prior to processing your payment request

What to Do When You Are Not Sure

Contact Info:

Accounts Payable

payables@txstate.edu or 5-2777

Director of Accounting

gao@txstate.edu or 5-2748

Procurement & Strategic Sourcing

purchasing@txstate.edu or 5-2521



Questions and Answers

Next Meeting Date

**Thursday, August 1, 2013
8:30-10:00 a.m.**

JCK 1100

Thank you for coming!

Accounts Payable & Travel Offices

245-2777

245-2775